



# The Bear Essentials Taneytown Elementary School

SEPTEMBER 2013

Rose Mattavi, Principal  
Stacy Kowalevycz, Assistant Principal



100 Kings Drive  
Taneytown, MD 21787  
Phone: 410-751-3260  
Fax: 410-751-3532

## School Hours:

8:05 School Doors Open to Students  
8:35 Instructional Day Begins  
3:05 End of School Day/Dismissal  
8:35-11:05 PreK

Internet Address:

[www.carrollk12.org/tes](http://www.carrollk12.org/tes)

Attendance Address:

[TESattendance@carrollk12.org](mailto:TESattendance@carrollk12.org)



## WELCOME BACK!

From Mrs. Kowalevycz ...

I would like to extend a very warm welcome to you and your child as we begin a new school year. I am excited to introduce myself. My name is Stacy Kowalevycz and I am your new Assistant Principal! I have worked in the Carroll County School System for 15 years. I taught 3rd grade, 5th grade, was a reading specialist, and just prior to coming to Taneytown, I was Assistant Principal at Ebb Valley in Manchester. I am looking forward to working with you and your children this school year.

We would like to welcome our new Pre-Kindergarten class and their parents to Taneytown Elementary School. We hope all of you have a fantastic year.

## **What are some of the things that Title I can do for our school??**

We want to hear from you. During the grade level Student/Parent Involvement Nights (SPIN), we will be asking for input on the Schoolwide Title I Parent Involvement Plan, the Schoolwide Title I Home-School Compact, and the Title I Parent Liaison Parent Involvement Budget. Please look for additional information to come home with your child regarding the grade level Student/Parent Involvement Nights and the Parent Partnership Collaborative.

Look on the Calendar portion of this newsletter for your child's grade level dates and times.

## **FOOD PANTRY**

**Please Note that after Sept. 9<sup>th</sup> our Food Pantry days and times are different this school year. The times are from 4:45pm to 6:00pm on the following dates.**

September 10<sup>th</sup> and September 24<sup>th</sup>

October 8<sup>th</sup> and October 22<sup>nd</sup>

November 5<sup>th</sup>, November 19<sup>th</sup> and December 3<sup>rd</sup>.

***We will post dates and times for January through June at a later time.***

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Administrators' News

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Volunteer Training Information

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## **TES Mission**

The mission of Taneytown Elementary School is to insure maximum student achievement for every student by providing:

- Quality Instruction
- A safe and nurturing environment for learning
- A strong school/parent/community partnership

## **TES Vision**

As the students, staff members and parents, we are building a community of learners so every student will be an independent thinker, and a proficient reader, writer and problem solver.

## CALENDAR



### September

- 03 First day for Pre-Kindergarten Students
- 05 **SCHOOLS/OFFICES CLOSED ~ Rosh Hashanah**
- 09 Food Pantry – 3pm-4pm
- 10 SPIN & Parent Partnership Collaborative – K and 1<sup>st</sup> gr. – 5pm-7pm  
PTO Meeting – 6pm-8pm - Media Center
- 10 Food Pantry – **4:45pm-6:00pm (New Time)**
- 11 CCPS Board of Education Meeting - 5:00pm
- 12 Student/Staff Fall Pictures
- 17 SPIN & Parent Partnership Collaborative – 2<sup>nd</sup> & 3<sup>rd</sup> gr. – 5pm-7pm
- 19 Community Forum -Common Core State Standards-7pm-Winters Mill
- 24 Food Pantry – 4:45pm-6:00pm  
SPIN & Parent Partnership Collaborative 4<sup>th</sup> & 5<sup>th</sup> gr. – 5pm-7pm

### October

- 01 SPIN – 5pm-7pm
- 03 **Parent/Teacher Conferences – (4:30pm-7:15pm)**  
**Volunteer Training – 7:30pm**
- 07 **2hr 45min Early Dismissal - (12:30pm) Prof. Dev. Day**  
**No-Pre-K Students**
- 08 SPIN – 5pm-7pm  
PTO Meeting – 6pm (Media)
- 08 Food Pantry – 4:45pm-6:00pm
- 15 SPIN – 5pm-7pm
- 22 SPIN – 5pm-7pm  
Food Pantry – 4:45pm-6:00pm
- 29 SPIN – 5pm-7pm
- 30 **2hr 45min Early Dismissal – (12:30pm) End of Marking Period**  
**No Pre-K Students**

### Lunch Prices

Breakfast:	<b>Free for all students</b>
Lunch:	\$2.25 Regular Price    \$ .40 Reduced Meal Price
Milk:	\$ .50
Ice Cream:	\$ .75



**FALL PICTURE DAY – September 12<sup>th</sup>**

### Volunteer Training

The Carroll County Public School Volunteer Program utilizes the skills of Level I and Level II Volunteers. **Level I Volunteers** (guest readers, business representatives) must annually register at the school site before volunteering. **Level II Volunteers** (classroom helpers, chaperones, mentors, etc.) are required to attend an annual training session at least seven days prior to volunteering. School days are defined as days when schools are open for students. **Be aware that your current training is only valid until September 30th.** You are encouraged to attend a training session as soon as possible.

***You must be on time for the training sessions or entrance will be denied.***

Future training dates will be posted on the CCPS website and in our monthly newsletters.

### Who Can Pick My Child Up From School?

It is a common misconception that the emergency contacts listed on your emergency card can remove your child from school without your written permission. **Only a parent or legal guardian can remove a child from school.** The emergency contact names are listed for the schools purpose in the event of an emergency when the parent/guardian is unable to be reached. You are required to write a note if you wish to have your child removed from school by anyone other than yourself. Please include the child's full name/grade/teacher/date/time and the full name of the person picking up the child. Also, remind them that they are required to provide identification.

### Signing Your Child In/Out of School

The student school day is 8:35 a.m. - 3:05 p.m. Students are expected to be in their homeroom and seated by 8:35, when morning announcement begin. Students arriving after 8:35 will be considered tardy. If the student arrives after 8:35, a parent/guardian is required to bring the student into the office to sign the student in. Dismissal time for students is 3:05. Students who are dismissed anytime prior to 3:05 will be considered leaving early, which counts as a tardy.

We understand the necessity of doctor/dental appointments during instructional time; however, this should be avoided if at all possible. Parents are encouraged to send a note to the office that morning so that we are aware of your child leaving school and the teacher is prepared for their dismissal. Proper identification is required when signing your child out of school.

### Dismissal Change Reminders

Any change in dismissal should be in writing the morning of the change. If the change needs to be made during the school day, please notify the office via a fax and a follow-up phone call to verify that we received the fax. For security and safety purposes, the school cannot accept a phone call asking for a dismissal change. Of course, in the event of a true emergency, we will assist you any way we can.

The office is a busy place at the end of the day. Unexpected, last-minute changes create unnecessary havoc. Our goal is to keep your student safe and to arrive home safely. We appreciate your cooperation.

### Attendance Requirements

Please call or email the school the **morning** of your child's absence. To report an absence via email, please use the Taneytown attendance email address: [TESattendance@carrollk12.org](mailto:TESattendance@carrollk12.org). Also, by using the Home Access Center, you can indicate if you would like to have an attendance email sent directly to you. This is a helpful reminder to report your child's absence.

### Welcome Visitors

For everyone's safety, all visitors are required to sign in and out at the office ANYTIME they are in the building. If you go beyond the lobby area, you must sign in and receive a visitor pass. Please refer to the paragraphs below for updated **CCPS School Visitation Guidelines**.

- **Classroom Visits:** Any person wishing to observe a class in which their child is in attendance shall arrange the visit in advance with the teacher and principal. Visitor's must remain seated in a designated area and are not permitted to speak with staff or students during class. Questions for the teacher must be scheduled for a separate appointment. Classroom observations shall last no longer than two (2) hours, include no more than two (2) individuals at a time, and be limited to one (1) time per marking period. If a representative of the family (advocate, attorney, etc.) is observing, that visit shall count as the quarterly observation. The class may not be videotaped or audiotaped, and no pictures may be taken. Cell phones, laptops, and other technology may not be used during the visitation. Students not enrolled in CCPS are prohibited from visiting or shadowing other students while school is in session.
- **Lunch Visits:** Parents/legal guardians who wish to eat lunch with their child in the lunchroom shall sign in at the office. Parents/guardians who bring food for their child shall not bring food for other students or share food with other students. If an adult other than the parent/guardian wishes to visit during lunch, the adult must have the written permission from the parent/guardian. Visitors are discouraged from bringing younger children with them to the school.

School administrators may terminate a visit when a visitor interrupts instruction, distracts students or staff, or interferes with other students' right to privacy.

Please don't let this deter your visit. These county guidelines are only to assist in providing a safe and secure environment for your children. Your visits are always welcome!

### How Do I View The Monthly Newsletter?

We appreciate your participation in our efforts to conserve our natural resources by going green. We would like to continue to offer a paperless newsletter for the upcoming 2013-2014 school year. The Bear Essentials Newsletter is available on the CCPS website, [www.carrollk12.org/tes](http://www.carrollk12.org/tes) and is a valuable resource for families. It is generally posted to the website the first week of each month. We strongly encourage each family to read it each month and keep up to date on the happenings at Taneytown Elementary. Paper copies of the newsletter will be available for those families who request them. Please notify Mrs. Weaver if you would like a paper copy.

### Parent Pick-Up/Walker Dismissal Form

The daily pick up form included in this newsletter needs to be completed for **ANY** student who will **not** be riding a bus home on a daily basis. Please be advised that your child will not be permitted to walk home without your written permission. If the transportation mode changes at any time throughout the school year, please contact the office so that we can update the information. **A new form needs to be completed each year and a new number will be assigned. Expired pink colored pick-up numbers will not be valid.**

### Emergency Card

At the start of the school year each student is allowed ONE emergency card which is to be completed and signed by the parent with primary physical custody. In the case of joint custody, the emergency card is completed by the parent at the address to whom the child registered for school. It is extremely important that you fully complete and return this card as soon as possible. Please check for accuracy of all contact names and numbers. **NOTE: Contact persons listed on the emergency card cannot remove a child from school without written permission from the parent or guardian. These names are for the schools purpose in the event of an emergency when the parent cannot be reached.** Notify the office in writing immediately of any address or phone number changes. Only the parent or legal guardian can sign the emergency card.

### CCPS Home Access Center Information

Are you utilizing the Home Access Center? If not, here's what you're missing ... the opportunity to view information about your child, the option of an email when your child is absent, your child attendance.

If you have not yet registered, we encourage you to do so by visiting the CCPS website at [www.carrollk12.org](http://www.carrollk12.org) and clicking the Home Access Center link (in the Quick Links Section). From there you will click the "Request Password" link and follow the directions on-screen. If you have any questions or problems, please review the User Manual/FAQs.

### From the Nurse's Office!

Hope you're having a wonderful summer. Here are some reminders for the new school year ...

**Immunizations:** If your child's immunization status is incomplete, he/she will be **excluded** from school beginning September 23<sup>rd</sup>. If you have a scheduled appointment with a physician or the Health Department, I must have a note from them indicating the date. They may fax the information to me at 410-751-3532.

### Medications and Medication Forms:

If your child is to receive medication in school, prescription and/or over-the-counter, please have a Medication form completed by the physician and don't forget you need to sign it as well. Bring the medication, in its original container, and the form to school. Remember, students may NOT carry any medication themselves. Only a responsible adult may transport medication. Asthma inhalers or Epi-Pens may be carried by a student IF a physician's order to carry is on file in the nurse's office. If you would like your child to have Ibuprofen (Advil, Motrin, etc.) or Acetaminophen (Tylenol products) in school, you do not need a physician signature on the medication form. Your signature is all that is required for these (and only these) over the counter products. Medication forms may be obtained in the front office or from the nurse.

Items that students may carry which are not considered medications are:

- Chapstick/lip balm

- Non-medicated cough drops
- Saline eye drops, wetting solution and "real tears"
- Saline nose spray
- Hand creams/lotions
- Sunscreen
- Purell waterless hand cleanser (only Purell is approved for use is CCPS)
- Bottled water (no flavored water or other drinks)

**PreKindergarten and Kindergarten Parents:** Please remember to bring in a change of clothes for your child to keep in their classroom cubbies.

**Gifted and Talented Program** The CCPS Gifted and Talented Program is designed to meet the needs of highly able learners and maximize student achievement. Gifted and Talented teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Gifted and Talented Education Program participants. This may include in-class instruction, pullout groups, and/or resource development with classroom teachers. A Referral and Review Team will determine student eligibility for interventions. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not formally identified until the beginning of third grade, Gifted and Talented teachers will continue to provide a range of services for grades K-5, including primary talent development for grades K-2. Look for more information concerning the upcoming Gifted and Talented Education Program Orientation Night.

### **Permission to Photograph, Videotape or Audiotape or Use of Student Artwork on Websites or Publications**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name. There may also be times throughout the year when CCPS wishes to display student art work on school websites or publications. If you do not wish to have your child's voice reproduced on tape, have his/her images appear in such things as a video, a photograph, or the school website, or artwork displayed, *please notify the school principal in writing.* It is assumed that parents and guardians consent to their children being audio taped, photographed, videotaped, or having their image/artwork placed on a school website by the school system unless such notification is received.

### **Board of Education Meeting**

The Board of Education of Carroll County will holds it's regular monthly meeting on Wednesday, September 11, 2013 at 5:00 p.m. in Room 007 of the Board of Education offices, located at 125 North Court Street, Westminster. The public is encouraged to attend.

### **ADA Accessibility Statement**

The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop  
Director of Facilities  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3177

Carey Gaddis  
Supervisor of Comm. & Media Relations  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3020

### **NOTICE OF NON-DISCRIMINATION**

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-

discrimination policies: Gregory J. Bricca, Director of Research and Accountability, 125 North Court Street, Westminster, Maryland 21157 410-751-3068

### **The Asbestos Hazard Emergency Response Act (AHERA)**

Management plans for all buildings owned or leased by the Board of Education for Carroll County are available for review at the individual Carroll County school locations and at the Office of Plant Operations, located at 191 Schaeffer Avenue, Westminster, Maryland 21157. Management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials, if any are located in the school building.



**Taneytown Parent Teacher Organization is looking for entry level members.**

**Qualifications: Able to communicate and work with others, be volunteer trained, attend monthly meetings and be reliable.**

**Duties to include: Helping to plan, organize and run events for the kids.**

**To apply: Kathy Garvis (410) 756-4595, Crystal Moran (410) 756-1578, TES (410) 751-3260, come to a meeting or send in a note to your child's teacher**

**Meetings: 2<sup>nd</sup> Tuesday each month**

**6:00 pm-Media Center**

**Child care will be provided**

**TES PTO – 2013-2014**

**President – Kathy Garvis**

**Vice President – Vacant**

**Treasurer – Matt Watkins**

**Secretary – Crystal Moran**

**Hospitality/Cheer – Becky Megee**

## **Carroll Values Education and Parent Guides for Carroll County Public Schools**

### ***Present a Community Forum on***

### **The Common Core State Standards and PARCC Assessments**

Get answers to your Common Core questions with a presentation from our guest speakers

**Dr. Margaret Pfaff**

*Director of Curriculum and Instructional Resources  
Carroll County Public Schools*

**Pam Mesta**

*Supervisor of ESOL  
Carroll County Public Schools*

**Cheryl Bost**

*Vice President – Maryland State Ed. Assoc.*

Thursday, Sept. 19<sup>th</sup> – 7:00pm to 8:30pm  
Winters Mill High School  
560 Gorsuch Road  
Westminster, Md 21157

### **Welcome Back to School!**

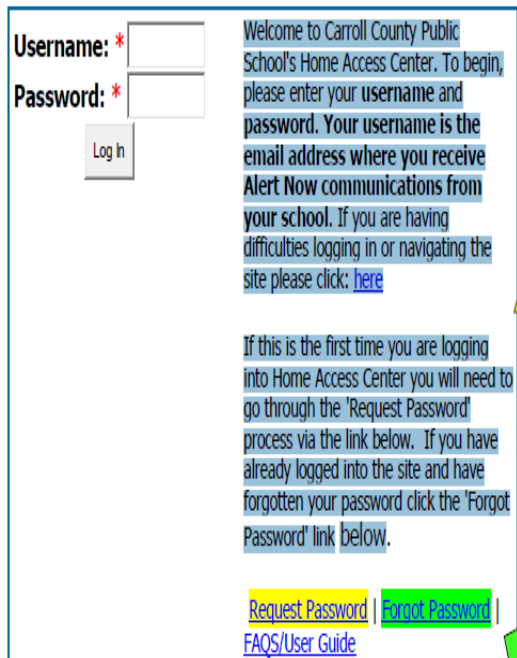
We want to make you aware of a feature offered to parents that you may not have utilized before. **Home Access Center** is Carroll County Public Schools' parent portal. It allows parents/guardians to login and view information pertaining to their child. The Home Access Center is provided for the express use of the parents of Carroll County Public School District students to assist in the communication of important educational information. The goal of the Home Access Center is to assist you in effectively communicating with the teachers, staff, and administration about your child. To create a Home Access Center account for the first time, please follow the instructions below.

### **CCPS HOME ACCESS CENTER ACCOUNT SET UP INSTRUCTIONS**

Go to the Carroll County Public Schools website at [www.carrollK12.org](http://www.carrollK12.org)

Click on the "Quick Links" tab on the right hand side of the toolbar located along the top of the web page to find the Home Access

Center link. Your Home Access username is the email address where you receive Alert Now messages from the school. **First time Home Access Center users will need to go through the "Request Password" process.** If you have already logged into the site, please enter your user name and password to access your account.



Welcome to Carroll County Public School's Home Access Center. To begin, please enter your username and password. Your username is the email address where you receive Alert Now communications from your school. If you are having difficulties logging in or navigating the site please click: [here](#)

If this is the first time you are logging into Home Access Center you will need to go through the 'Request Password' process via the link below. If you have already logged into the site and have forgotten your password click the 'Forgot Password' link below.

[Request Password](#) | [Forgot Password](#) | [FAQS/User Guide](#)

Please use the "Forgot Password" link if you have a Home Access Center account but have forgotten your password.

